POSITION DESCRIPTION

1. Agency PDCN 70650000

2. Reason for Submission	3. Service	4. Empl Office Location	5. Duty Station	6. OPM Cert #
☒ Redescription ☐ New ☐ Reestablishment ☐ Other Explanation (Show Positions Replaced) Replcs PD# R8888999, R8894000, 70289000, 70131000, 70332000	☐ HQ ☒ Field			

7. Fair Labor Standards Act	8. Financial Statements Required	9. Subject to IA Action
Not Applicable	☐ Exec Pers Financial Disclosure ☐ Employment & Financial Interests	☐ Yes ☐ No

10. Position Status	11. Position is	12. Sensitivity	13. Competitive Level
☐ Competitive ☒ Excepted (32 USC 709) ☐ SES (Gen) ☐ SES (CR)	☐ Supervisory ☐ Managerial ☒ Neither	☐ Non-Sensitive ☐ Noncritical Sens ☐ Critical Sens ☐ Special Sens	14. Agency Use DUAL STATUS

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Electronics Mechanic	WG	2604	11	ml	27 Apr 06

16. Organizational Title (If different from official title)

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau
a. First Subdivision - State Adjutant General
b. Second Subdivision - Joint Forces Headquarters-State
c. Third Subdivision - Logistics Directorate (J-4)
d. Fourth Subdivision - Surface Maintenance Facility
e. Fifth Subdivision -

19. Employee Review. *This is an accurate description of the major duties and responsibilities of my position.*
Employee Signature /Date (optional)

20. Supervisory Certification. *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor
Signature | Date

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)
Signature | Date

21. Classification/Job Grading Certification: *I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.*

Typed Name and Title of Official Taking Action
MYRA LOCKIE
Human Resources Specialist (Classification)
Signature //SIGNED// Date 27 Apr 06

22. Standards Used in Classifying/Grading Position
USOPM/JGS for Electronics Mechanic, WG-2604, Dec 97.

Information For Employees. *The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.*

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:
Released from NGB-J1-TNC, CRA 06-1022, dated 27 Apr 06.

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

a. INTRODUCTION:

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4), Surface Maintenance Facility. The primary purpose of this position is to perform field and limited sustainment maintenance and repair on a variety of complex electronics equipment and complete operational systems.

b. DUTIES AND RESPONSIBILITIES:

(1) Performs functional tests, analyzes performance and malfunctions, removes, installs, tests, maintains, modifies, performs alignments and troubleshoots the electronic, electrical, mechanical and hydraulic assemblies, modules, and interconnecting cables of a variety of combat and tactical equipment to include the M1 series main battle tank, M2/3 series Bradley fighting vehicle, Multiple Launch Rocket System (MLRS), TOW Missile System and the ATACMS Launch Loader Module (LLM). Utilizes Integrated Family Test Equipment (IFTE), Built In Test Equipment (BITE) and break out boxes (BOB) for fault isolation, verification, or adjustment of assemblies and modules. Repairs or replaces chassis mounted components on Unit Under Test (UUT). Performs Automatic Test Equipment (ATE) operations for fault isolation on LLM electronic modules, circuit cards, and assemblies to component level. Replaces faulty components on UUT printed circuit boards and power distribution systems. Utilizes oscilloscopes, signal generators, digital multi-meters, and other test equipment to locate, diagnose, and repair malfunctions.

(2) Troubleshoots and repairs launch pod/container (LP/C), trainer rocket simulator modules, Missiles/Launchers Pod Assembly (M/LPA), trainer missile simulator modules, and various like items. Troubleshoots carrier electrical and power distributions systems as an integrated subsystem of the weapon system or equipment being repaired. Isolates faulty assemblies, cables, wiring harnesses and modules to component level for repair or replacement. Insures proper integration of information between carrier, Fire Control System (FCS), vehicle and equipment hydraulic and mechanical systems, secure digital communications system, and intercommunications system. Installs equipment modifications to system per technical work orders. Performs initial and final checks and may perform inspections when required of designated systems. May act as quality assurance/control inspector for other mechanics' work. Determines deficiencies in troubleshooting procedures for the equipment being repaired and makes recommendations for corrective action to technical manuals.

(3) Performs field and limited sustainment maintenance to include installation, routine maintenance, repair, and overhaul of fixed and mobile operational communication and electronics systems, e.g., shelter mounted AM radio and teletype systems, shelter mounted single side band radio and teletype systems, shelter mounted radio relay and terminal systems, complex radar systems, interrogators, gun, rocket, and missile fire control, directional and digital computer systems, peripheral equipment, and related test

equipment, and Modification Table Of Equipment (MTOE) authorized automation equipment. Repairs, aligns, and adjusts missile guidance control systems, infrared night vision sights, optical sights, and traversing units. Removes and replaces defective electrical, electronic, and mechanical components. Conducts inspections, diagnoses nature and extent of equipment malfunction. Determines whether equipment may be economically repaired or declared unserviceable, and performs required maintenance to restore to a serviceable condition various types of tactical computers, radio sets, and similar items. Repairs or salvages defective components. Isolates and diagnoses cause of circuit/component malfunction using signal string lists, schematics, standard, special, and electronic Test Measurement and Diagnostic Equipment (TMDE) or repair equipment. Uses associated field maintenance equipment in analytical maintenance procedures. Interprets complex schematic diagrams. Must exercise a high degree of judgment regarding methods and procedures for completing assignments, which may involve extending the use of conventional tools and equipment and improving changes to techniques, and procedures to reach specified parameters when factors such as temperature extremes, aging of equipment, or modification of circuits have changed operating conditions. Installs and applies equipment modifications when directed.

(4) Uses various types of test equipment to include systems test sets and stands such as AN/GRM-122s, frequency meters, standing wave indicators, oscillators, ohmmeters, voltmeters, resistance bridges, and signal generators to localize trouble by component unit, by circuit within a component, and by element of a circuit. Uses special and common hand tools, power tools, and gauges to make intricate repairs. Fabricates items and parts for repair of mechanical and electronic equipment.

(5) Performs administrative functions in establishing and maintaining maintenance records on equipment maintained or repaired. Assists in the preparation of requests for required repair parts.

(6) May conduct or be involved in a Maintenance Assistance and Instruction Team (MAIT) or act as an inspector on a Command Maintenance Evaluation Team (COMET) on electronic, automation, communication, and equipment. Provides technical assistance and instruction to units throughout the state so that they will be able to operate at the desired level of proficiency.

(7) Performs other duties as assigned:

c. SKILL AND KNOWLEDGE:

-- Comprehensive knowledge of operating electronic principles such as circuit elements, digital logic, microprocessors, core memory, interface circuits, digital data transmission, microwave, antennas, signal behavior, amplification, and display.

-- Ability to troubleshoot, install, repair, and maintain complex electronic systems where circuit theory must be used to understand the operation of individual circuits. Skill in

developing new test and repair procedures for which none exist, and when possible improving existing procedures.

-- Ability to understand the interaction of a number of complex, interrelated circuits to determine the cause of a malfunction and the interaction of various factors.

-- Extensive knowledge of electromechanical servo systems, pneumatics, hydraulics, and mechanical and electric motor systems and their effect on each other.

-- Skill in interpreting complex drawings, specifications, and schematics of complete systems to recognize the function and interconnections of the various assemblies and troubleshoot the systems from schematic, following signal paths trough a complex path of interconnections of components, assemblies, subassemblies, and connecting cable harnesses.

-- Knowledge and skill to modify systems by adding, altering, or removing components in order to standardize or alter the purpose of the equipment or to incorporate new features developed since the equipment was manufactured.

-- Skill in using a wide variety of electronic test equipment such as systems test sets, frequency meters, standing wave indicators, oscillators, ohmmeters, voltmeters, resistance bridges, and signal generators, and the use of special and common hand tools, power tools, and gauges. Skill in applying this knowledge to adapt test procedures to available test equipment, to develop time efficient means to return equipment to operation.

-- Skill in using gunner's quadrants, transits, levels, and theodolites to survey LP/C, M/LPA mounts, and SRP/PDS mounting bolts for exactness. Skill to use recovery-rigging techniques to attach/secure hoists, slings, and lifting devices using authorized equipment to accomplish repairs.

-- Ability to switch from one theory of operations to another or to combine theories depending on the type of system being repaired.

-- Skill and knowledge to provide technical assistance and instruction.

d. RESPONSIBILITY:

The supervisor provides general supervision, work assignments in the form of work orders or oral instructions, and technical assistance on unusual or difficult problems. Independently prioritizes work, determines work sequences, selects test equipment, locates malfunctions, and completes repairs. Follows or refers to manufacturers' specifications, schematics, block diagrams, and technical orders as needed. Improvises changes to techniques and procedures to meet or exceed mission requirements when existing procedures do not produce required results. Keeps abreast of technological changes in the occupation and may provide technical guidance and

assistance to lower-graded workers. Completed work is spot checked for compliance with acceptable trade practices, directives, and operating procedures.

e. PHYSICAL EFFORT:

Work requires frequent lifting and carrying of unassisted items weighing up to 40 pounds. Required to lift and carry items weighing more than 40 pounds with the help of material handling equipment or with assistance from other workers. Work requires frequent standing, walking, bending, crouching, reaching, and stooping. Climbing and working in high places may be required. Some work may require the aid of magnifying lenses, eye loops, and microscopes to accomplish repairs on miniature components.

f. WORKING CONDITIONS:

Work is typically performed in well-lighted, heated, and ventilated areas. Work may be in high and restricted places, under conditions of heat and cold, and/or outside in inclement weather. Exposed to the possibility of electric shock, burns, and to cuts and bruises.

g. OTHER SIGNIFICANT FACTS:

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.

EVALUATION STATEMENT

A. Title, Series, and Grade: Electronics Mechanic, WG-2604-11

B. Reference: USOPM/JGS for Electronics Mechanic, WG-2604, Dec 97.

C. Background: This package results from significant changes in Department of Army maintenance doctrine and impact of the Army Maintenance Transformation (AMT) on the Army National Guard (ARNG). This has resulted in a reorganization of four-level to two-level maintenance, which has driven the redescription of this PD.

D. Pay Plan, Series, Title, and Grade Determination:

1. Pay Plan: This position has as its paramount requirement, experience, and knowledge of trades and crafts work. Therefore, it is covered by the Federal Wage System (FWS) and assigned to the Wage Grade (WG) pay plan.

2. Series: The primary purpose of this position is to perform field and limited sustainment maintenance and repair on a variety of complex electronics equipment and complete operational systems. This is characteristic of work covered by the Electronics Mechanic Series. Therefore, this position is assigned to the WG-2604 series.

3. Title: IAW titling instructions contained in the cited reference, jobs graded at WG-10 and above are titled Electronics Mechanic.

4. Grade: The cited reference is used to grade work as follows:

a. Skill and Knowledge: This position requires the ability to troubleshoot, install, repair, and maintain complex electronic systems where circuit theory must be used to understand the operation of individual circuits. The position requires comprehensive knowledge of operating electronic principles in the overhaul, maintenance, and repair of a variety of complex electronics systems. The equipment serviced is usually combined and interrelated with other electronic equipment and complementary devices. The position requires the ability to understand the interaction of a number of complex, inter-related circuits. This meets the WG-11 level of the cited standard.

b. Responsibility: The supervisor provides work assignments in the form of work orders or oral instructions. The incumbent independently prioritizes work, determines work sequences for executing projects, selects test equipment, locates malfunctions, and completes repairs. Follows or refers to manufacturers' specifications, schematics, block diagrams, and technical orders as needed. The supervisor provides technical assistance on unusual or difficult problems. Completed work is spot checked for compliance with acceptable trade practices, directives, and operating procedures. This meets the WG-11 level of the cited standard.

c. Physical Effort & Working Conditions: This is descriptive of physical effort and working conditions described at the WG-08 level of the cited standard.

E. Conclusion: Electronics Mechanic, WG-2604-11

CLASSIFIER: Myra Lockie, NGB-J1-TNC DATE: 27 Apr 06